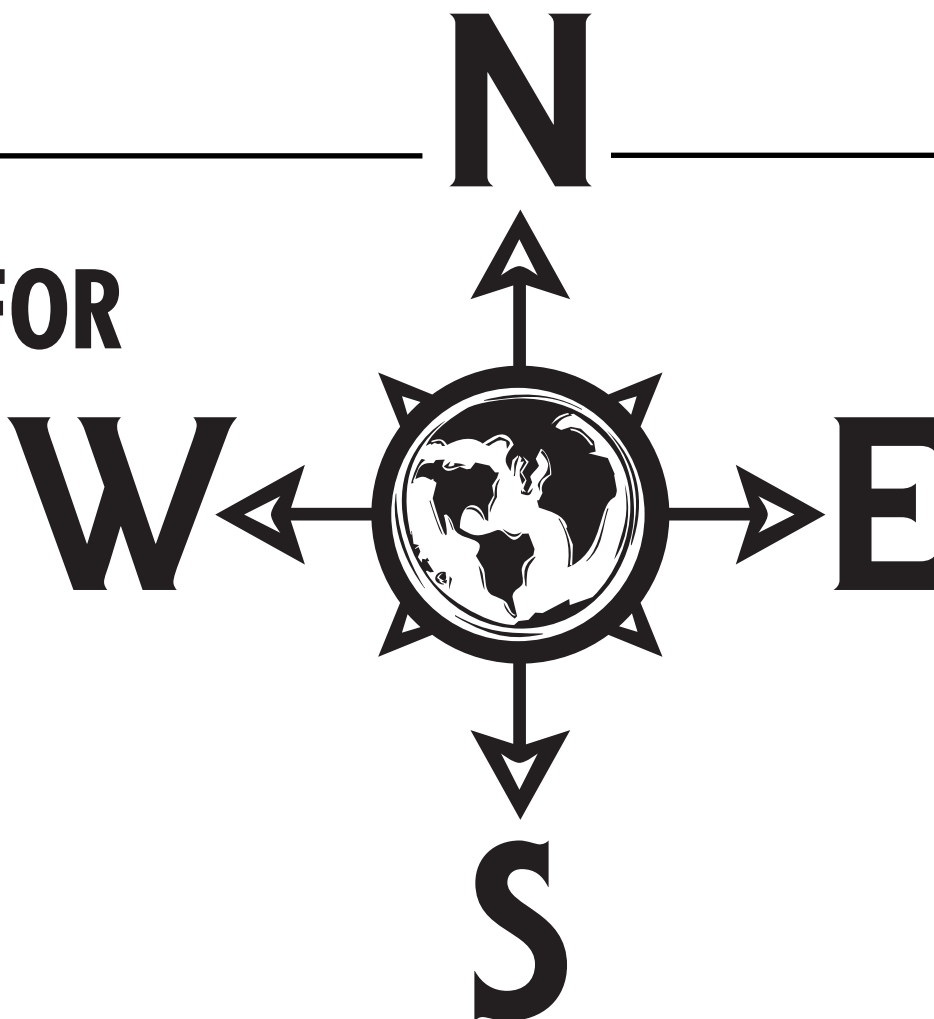


APPLICATION FOR ADMISSION



Frequently Called DMACC Numbers

Admission Processing 964-6495

Academic Records 964-6341

Assessment Center (for Ankeny) 964-6595
(For other campuses call that campus directly)

Advisor/Counselor Appointment Book (for Ankeny) 964-6246
(For other campuses call that campus directly)

Bookstore (for Ankeny) 964-6682 or 964-6302
(For other campuses call that campus directly)

Continuing Education 964-6648

Credentials (Transfer Credit Evaluation) 964-6507

Financial Aid 6282 or 6283

Information Center 964-6200

Registration 964-6800

Special Needs 964-6850

Student Accounts 964-6446

Evening and Weekend College (for Ankeny) 964-6286

If you are calling from outside the Ankeny/Des Moines area follow these directions and use the last four digits to contact with a DMACC staff department or individual campus.

1. Dial 1-800-362-2127
2. Press 6
3. Follow the instructions provided by the prompter.

Des Moines Area Community College

Admission Application

Instructions

Please print or type the information on this application. If your high school or college records appear under a different name, please indicate that name in the Personal Background section.

Remember: You are responsible for requesting all necessary transcripts be sent to the DMACC admissions office.

Questions in the Personal Background section are asked ONLY for the purposes of state and federal reporting. Your answers do not affect the processing of the application. The federal government supplies special funding for these areas.

Definitions: Single Parent means a person who (1) is either pregnant or is having custody or joint custody of one or more child/children (2) is also unmarried or legally separated from a spouse. Displaced Homemaker means a person who has been a homemaker exclusively but now because of dissolution of marriage, death or disability of a spouse, must prepare for paid employment.

New Students

1. Submit a completed DMACC "Application for Admission."
2. Submit a high school transcript or GED scores if either is needed for entry to a specific program (see DMACC catalog).
3. Submit/complete one of the following:
 - a) ACT scores to DMACC or
 - b) Complete the COMPASS assessment on any DMACC campus if you have not taken the ACT or your ACT scores in reading, English, or math are below 19.
4. Complete any program prerequisites for your specific program. See the DMACC catalog for details.

Transfer Student

1. Submit a completed DMACC "Application for Admission."
2. Provide the DMACC Admission Office with an official transcript from each college/university you have attended.
3. Complete any program prerequisites for your specific program. See the DMACC catalog for details

Guest Students

Students who have been accepted for admission at another college or university or whose primary enrollment is at another college may enroll as a "guest student" at DMACC. Guest student status allows an individual to enroll as a full-time student for **summer semester only** without completing the assessment requirements.

Guest students complete an application for admission and supply proof of enrollment such as an acceptance letter or void student ID from their primary school of attendance. Guest students who decide to enroll for a fall or spring semester must meet DMACC admission and assessment requirements.

NOTE: Guest students are not eligible for financial aid.

International Students

International students are persons in the United States who are on a non-immigrant visa including students who have an F-1 student visa. Specific requirements must be met before being considered for admission to the college. No admission decision will be made until an application is completed. A completed application includes:

1. A completed and signed Application for Admission form.
2. A completed International Student Data Sheet.
3. Submission of a non-refundable \$100 International Student Processing Fee. Send the fee, payable to Des Moines Area Community College, in the form of a bank draft or an international postal money order. This must be paid before an I-20 can be issued.
4. Submission of a completed and notarized Statement of Financial Support to show evidence of ability to meet educational and living expenses of at least \$11,000 per year.
5. Official evidence of English proficiency required by the college by submission of one of the following:
 - a. Official results of the Test of English as a Foreign Language (TOEFL), which is offered worldwide. A score of 173 on the computerized test or 500 on the paper test is required to enroll in credit classes. The DMACC TOEFL code is #6177.
 - b. Michigan test score administered at American Institutions and at the Academic Achievement Center at DMACC. A score of 80 is required to enroll in credit classes.
 - c. An official transcript from an accredited U.S. college or university showing successful completion (grade "C" or higher) of freshman level English.
6. Submission of official transcripts from all secondary and post-secondary schools attended, translated to English.
7. A deposit of \$2,000 (U.S.) to cover direct educational costs (tuition, fees, books, supplies, etc.) for the first semester.
8. Proof of valid medical insurance must be submitted to the International Student Office within 30 days of the start of classes.

The college issues an I-20 Certificate of Eligibility form to students who qualify for admission. Students present this form to a U.S. Consular Office in the country where they are applying for a student (F-1) visa. The final decision of admission into the United States for study is made by the U.S. Consular Office.

After arriving at DMACC, students must take the college English, reading, and mathematic assessment test. Final placement in courses is recommended based on assessment test performance.

Tuition for International Students is assessed at the non-resident rate.

It is the responsibility of students to maintain their visa status while enrolled at DMACC. Failure to do so can result in deportation. For further information, call the International Student Office at 515-964-6471.

High School Students

Students currently enrolled in high school who wish to take courses at DMACC must complete the following steps:

High School Juniors and Seniors

1. Submit a completed Application for Admission.
2. Submit written approval from parent/guardian.
3. Students planning to enroll as a full-time student need to complete step 3 from below.

High School Freshman and Sophomores

1. Submit a completed application for admissions.
2. Submit written approval from parent/guardian.
3. Complete COMPASS testing or submit ACT scores. Course placement is based on COMPASS or ACT score result.
4. Meet with a DMACC advisor or counselor prior to registration.

This procedure does not apply to high school aged students enrolling under the Postsecondary Enrollment Options Act, Tech Prep or other special contractual agreement.

What Happens After You Submit An Application?

ACCEPTANCE PROCESS

Admission to DMACC is based upon an open door policy. Enrollment in some programs and selected courses may depend upon basic skill levels and/or available space.

Once the DMACC Admission Office has received an application, it will be reviewed for completeness. If items are missing from your application you will be sent a reminder letter indicating what items are still needed. If your application is complete, a letter of acceptance to the college will be sent to you.

If you do not receive a letter from the Admission Office within two weeks of submitting your application, call 800-362-2127, ext. 6495 to determine what else is needed for processing your application.

REGISTRATION

Following your acceptance to DMACC you should receive notification of when to register for classes.

If you have not been advised when to register by 30 days before the start of the term, call 1-800-362-2127 and ask for the student services office for the campus you plan to attend.

Financial Aid

If you are seeking assistance to help with your educational expenses:

1. Complete the Free Application for Federal Student Aid (FAFSA) form. The FAFSA can be filed on the Internet at the following website: <http://www.fafsa.ed.gov>
2. Within 4-6 weeks of the postmark date, you will receive a Student Aid Report (SAR), confirming the information you reported on your financial aid application.
3. When you receive the initial information letter from DMACC's Financial Aid Office, they may request additional information, please return the requested information immediately.
4. After your financial aid information has been confirmed, you will receive a financial aid award letter. If you have been offered a student loan, a promissory note will be included with the award letter.

If you have any questions concerning financial aid, please call the DMACC Financial Aid Office at: 515/964-6282 or 800/362-2127, ext. 6282.

Frequently Asked Questions

What is the COMPASS Assessment?

COMPASS is a series of basic skill assessments in reading, writing and math that is completed on a computer. There is no "passing score". Rather, the assessment indicates areas where you might need help and suggests courses that might be a starting point for you in your college career. Most questions require multiple-choice answers. The time needed to complete the COMPASS varies for each student. Generally it takes between 1-1/2 to 2 hours. For more information call the Assessment Center.

I'm not sure what I want to do. Where do I go for help?

If you need assistance in choosing an educational program or career goal, contact the Counseling and Advising Office of the DMACC campus you plan to attend.

What if I want to change my schedule after I register?

After you have registered for classes you may adjust your schedule during the first five days of the term. However, you need to keep the following in mind: In order to be eligible for financial aid you must be enrolled at least half-time; if your insurance is dependent upon your enrollment status, make certain you are enrolled in enough credit hours; if you drop a course, it may take longer to complete your program.

My address has changed. Who do I contact at DMACC to get my records updated?

If you have a change in address, you may submit the change to the Student Services Office at any DMACC campus. You may submit the change in person, by phone, mail, fax, or via the Web.

If you have changed your name or social security number, special documentation will need to be submitted to the Academic Records Office on the Ankeny campus.

Call 1-800-362-2127, ext 6565, for more information. You can find more information about DMACC services at www.dmacc.edu

How can I establish residency in Iowa?

In most instances, students will be considered residents of Iowa, for tuition and fee purposes, if they are permanently domiciled in Iowa and have resided in the state for a period of not less than 90 days prior to the start of the term in which they plan to attend. Individuals who are U.S. citizens or permanent residents may apply for reclassification from non-resident to resident status by completing a "Request for Residency Status Change" form and submitting it to the Admission Office on the Ankeny campus before the beginning of the school term. Along with the form the student must submit at least two of the following supporting documents: Iowa Income Tax return, Iowa vehicle registration, Iowa driver's license, voter registration card, bank statements and receipts such as rent, telephone, electricity, and gas. All documents in support of a change in residency must be dated at least 90 days prior to the beginning of the term for which the student is enrolling.

Individuals who are not U.S. citizens or permanent residents should contact the International Student Office at 1-800-362-2127, ext 6471, for other residency information.

In all cases, students will be notified of the results of the residency change request after the documentation has been reviewed by the college.

I'm a little overwhelmed. Any helpful hints?

- Enjoy your time at DMACC.
- Read the DMACC catalog and course schedules. These publications contain a lot of information about important dates and DMACC's policies and procedures.
- Class attendance is vital to your academic success. If classes are missed you must assume responsibility for make-up work.
- Each semester find out the name, phone number, office location, and office hours of your instructors.
- Allow a minimum 2 hours of study for every hour of class per week.
- If coursework becomes a problem, first talk with the instructor. If that's not possible contact the Academic Achievement Center, Advising and Counseling, or the Tutoring Office. Don't 'hope' things will get better. Do something and get some assistance.
- Study groups can be very helpful.
- If you are not attending a class and do not plan to return, you **MUST** withdraw from it. Otherwise, you will receive a failing grade and be charged for the class. Drop forms are available on all campuses.
- Try to memorize your social security number; it will be used often.

PROGRAMS AVAILABLE

| Group Name | Programs of Interest | Award | Campus |
|---|---------------------------------------|-------------|----------------------|
| Accounting | | | |
| | Accounting & Bookkeeping | Dipl. | B, U |
| | Accounting Information Systems | AS | A, B, U |
| | Accounting Paraprofessional | AS | A, B, C, N*, U |
| | Accounting Specialist | AAS | B, U |
| | Accounting Certificate I | Certificate | B, U |
| | Accounting Certificate II | Certificate | B, N*, U |
| Administrative Assistant/Secretarial | | | |
| | Administrative Assistant | AAS | A, B, C, U |
| | Medical Administrative Assistant | AAS, Dipl | A |
| | Office Assistant | Dipl | A, B, C, N*, U |
| | Office Specialist | Certificate | A, B, C, N*, U |
| | Information Processing Support | Certificate | A, B, C, U |
| | Medical Transcriptions | Certificate | A, B, C, U |
| | Supervision | Certificate | A, B, N, U |
| Agriculture | | | |
| | Agri-Business | AAS | A |
| | Agronomy | Certificate | A |
| | Animal Science | Certificate | A |
| | Farm Management | Certificate | A |
| | Sales/Service | Certificate | A |
| | Small Animal Care | Certificate | A |
| | Veterinary Assistant | Diploma | A |
| | Veterinary Technician | AAS | A |
| Building Trades | | | |
| | Building Trades | Dipl | A |
| | Building Maintenance | Certificate | A |
| Business Administration | | | |
| | Business Administration | AS | A, B, C, N, U, W* |
| | Mortuary Science** | Diploma | A |
| College Transfer - Liberal Arts | | | |
| | Liberal Arts | AA, AS | A, B, C, N, U, W |
| Commercial Art | | | |
| | Commercial Art | AAS | A |
| | Airbrush Art | Certificate | A |
| | Production Art | Certificate | A |
| Community Service | | | |
| | Human Services | AS | A, N, U |
| | Chemical Dependency Counseling | Certificate | A |
| Computers & Data Processing | | | |
| | Business Information Systems | AAS | A, B*, C*, N, U, W |
| | Computer Programming | AAS | A, U*, W* |
| | Management Information System | AS | U |
| | Information Technology/Network Admin. | AAS | A, B*, C*, N*, U*, W |
| | Computer Applications | Certificate | A, B, C, U, W |
| | Computer Languages | Certificate | A, U* |
| | Database Specialist | Certificate | A, W |
| | Data Entry I | Certificate | A, B, C, U |
| | Microcomputers | Certificate | A, N*, U*, W |
| Criminal Justice | | | |
| | Criminal Justice | AA, AS | A, N*, U* |
| Culinary Arts/Hotel & Dietary Management | | | |
| | Culinary Arts | AAS, Dipl | A |
| | Hotel & Restaurant Management | AAS | A |
| | Hospitality Business | Dipl | A |
| | Dietary Management | Certificate | A |
| Dental Science | | | |
| | Dental Assistant | Dipl | A |
| | Dental Hygiene | AAS | A |
| Drafting | | | |
| | Architectural Technology | AAS, Dipl | A |
| | Computer Aided Design Technology | AAS, Dipl | A |
| Early Childhood Education | | | |
| | Early Childhood Education | AS, Dipl | A |
| Engineering Technology | | | |
| | Biotechnology | AS | A |
| | Civil Engineering Technology | AAS | B |
| | High Tech – Automation/Robotics | AAS | A |
| | Land Surveying | AAS, Cert | B |

| Group Name | Programs of Interest | Award | Campus |
|--|---|-----------------|------------------|
| Fashion & Interior Design | | | |
| | Fashion/Design | AAS, Dipl | A |
| | Fashion | Certificate | A |
| | Interior Design Consultant | Certificate | A |
| Fire Science | | | |
| | Fire Science Technology | AS | A, U* |
| | Fire Specialist | Certificate | A, U* |
| Fitness & Sports Management | | | |
| | Fitness & Sports Management | AS | A, B |
| General Studies (Not College Transfer) | | | |
| | Associate in General Studies | AGS | A, B, C, N, U, W |
| | If you plan to transfer colleges select CT (Liberal Arts) | | |
| Graphic Arts & Printing | | | |
| | Graphic Arts | AAS, Cert, Dipl | A |
| Health Professions | | | |
| | Health Care Administration | AS | A |
| | Medical Assistant | Dipl | A |
| | Medical Laboratory Technology | AAS | A |
| | Respiratory Therapy | AAS | A |
| | Emergency Medical Technology – Basic | Certificate | A |
| | Health Services Management | Certificate | A |
| | Long Term Care Administrator | Certificate | A |
| | Phlebotomy | Certificate | A |
| | Residential Care Facility Administrator | Certificate | A |
| Legal Assistant | | | |
| | Legal Assistant | AS, Cert | U |
| Manufacturing | | | |
| | Architectural Millwork | Dipl | A |
| | Die Making | Dipl | A |
| | Integrated Manufacturing Technology-John Deere | AAS | A |
| | Machinist Technology | Diploma | A |
| | Manufacturing Technology | AAS | A, N |
| | Security & Safety Specialist | Certificate | A |
| | Tool & Diemaking | AAS | A |
| | Welding | Dipl | A |
| | Welding- Blueprint Reading | Certificate | A |
| | Welding-Gas Metal | Certificate | A |
| | Welding-Gas Tungsten | Certificate | A |
| | Welding-Oxy-Acetylene | Certificate | A |
| | Welding-Pipe Welding | Certificate | A |
| | Welding-Shielded Metal Arc | Certificate | A |
| | Welding Structural Welding | Certificate | A |
| Marketing & Management | | | |
| | Management | AAS, Cert | A, B*, N, U |
| | Marketing | AAS | A |
| | Sales & Management | Dipl | A |
| | Retailing | Cert, Dipl | A |
| | Entrepreneurship | Certificate | A, U* |
| | Sales | Certificate | A |
| | Technical Management | Certificate | A |
| Mechanics & Repairers | | | |
| | ASEP-General Motors | AAS | A |
| | ASSET-Ford | AAS | A |
| | Auto Collision Technology | AAS, Dipl | A |
| | Auto Mechanics Technology | AAS | A |
| | CAP-Chrysler | AAS | A |
| | Caterpillar Technology | AAS | A |
| | Diesel Mechanics Technology | AAS, Dipl | A |
| | Electronic Systems Servicing Technology | AAS | A |
| | Heating Air Conditioning & Refig. Technology | AAS, Dipl | A |
| | Industrial Electro-Mechanical Technology | AAS | A, B*, C, N |
| Nursery & Turf Maintenance | | | |
| | Commercial Horticulture | AAS | A |
| | Greenhouse Production | Certificate | A |
| | Turf Maintenance | Certificate | A |
| | Landscape Design | Certificate | A |
| Nursing | | | |
| | Associate Degree Nursing | AAS | A, B |
| | Nursing-Advanced Standing | AAS | A, B |
| | Practical Nursing (LPN) | Diploma | A, B, C |
| | Nurse Aide | Certificate | A, B, C |
| Telecommunications Technology | | | |
| | Telecommunications Technology | AAS, Cert | W |

Campus Codes: (A) Ankeny (B) Boone (C) Carroll (N) Newton (U) Urban (W) West

* Selected courses in this program are offered at this campus. **This diploma starts fall 2004 pending approval.

AA=Associate in Arts degree AS=Associate in Science Degree AAS= Associate in Applied Science Degree AGS= Associate in General Studies Degree

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If you have received your high school diploma from DMACC or another community college enter the name of the college above as high school last attended.

Select one.

PI. ☐ Personal interest

College Name

[illegible][illegible]

College Name _____

[illegible][illegible]

College Name

[illegible][illegible]

AN OFFICIAL TRANSCRIPT FROM EACH INSTITUTION ATTENDED MUST BE SUBMITTED DIRECTLY TO THE DMACC ANKENY ADMISSION OFFICE. ALL DOCUMENTS SUBMITTED BECOME THE PROPERTY OF DMACC AND CANNOT BE RETURNED TO THE STUDENT OR SENT TO OTHER INSTITUTIONS.

Name someone to contact in case of an emergency

Apartment/Lot Number Etc.

Zip

[illegible][illegible]

Relationship to student

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Des Moines Area Community College requests this information for the purpose of processing your application for admission. No persons outside the College are routinely provided this information. Responses to all items are required for admission. If you plan to receive financial aid assistance, additional applications must be completed and filed in a timely manner. Des Moines Area Community College shall not engage in nor allow discrimination covered by law, including harassment, based on race, color, national origin, creed, religion, gender, sexual orientation, age and disability or, to the extent covered by law veteran status. Any inquiries may be directed to the EEO/AA Coordinator at (515) 964-6301. Des Moines Area Community College provides a wide array of support services to students with disabilities. If you have a need for accommodations due to a disability, please contact the campus you plan to attend.